



City of Tempe

BUILDING INSPECTION MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	398	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$80,820
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$109,107
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Building Inspection Manager
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

The role of any Building Inspection Manager within the City of Tempe is to provide the best development services possible with an emphasis on excellent customer service. In addition, supervisors must be a mentor to their staff members and be an enthusiastic participant in a high-performance work culture. This means that supervisors must use their exceptional knowledge to the benefit of all that they come in contact with during the course of their work. In this sense, the supervisor's customers include such people as the building owner, business owner, architect, engineer, superintendent, development services specialist, all city staff members, tenant, resident, etc.

All who have a stake in the construction process or in the use of a finished building are to be considered customers. Customers should be treated with respect, and when problems arise, the supervisors use their exceptional knowledge in a problem-solving mode to the benefit of the associated customers. The goal is for supervisors to use their exceptional code knowledge and/or City of Tempe's processes to the benefit of all customers, ensuring the minimum code standards are incorporated in the built environment as the code intends.

REPORTING RELATIONSHIPS

Receives general direction from the Deputy Community Development Director - Building Safety and Permits or from other supervisory or management staff.

Exercises direct supervision over building inspection staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six (6) years of professional experience in building inspection, design or construction of which at least two (2) years must be in building inspection; including three (3) years of supervisory and code enforcement responsibilities.
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<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by college level courses in building inspection technology, engineering, architecture or construction.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver's license. • Possession of a Commercial Building Inspector Certification and Commercial Plan Review Certification and possess one additional certification as listed below from a recognized code publishing organization. In addition, requires the possession of Certified Building Official within 12 months of hire or promotion. <p>Electrical Inspector, Plumbing Inspector, Mechanical Inspector, Building Plans Examiner, Combination Plans Examiner, Accessibility Inspector/Plans Examiner, Residential Combination Inspector, Commercial Combination Inspector, Reinforce Concrete Special Inspector, Pre-stressed Concrete Special Inspector or Certified Building Official.</p> <ul style="list-style-type: none"> • Must possess and maintain all professional license/certifications.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and supervise building inspection operations within the Building Safety Division; and to perform a variety of highly skilled technical tasks relative to assigned area of responsibility.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the building inspection program; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in building inspections; assist in difficult inspection problems and code interpretations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for proposed expenditures; monitor and control expenditures.

- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise record keeping of inspection and abatement actions.
- Prepare comprehensive reports on problem areas and violations; authorize the issuance of compliance orders.
- Request for legal action and testify in legal proceedings as required.
- Perform field inspections of problem areas; inspect industrial, commercial and complex residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies.
- Coordinate inspection activities with other City departments, divisions and outside agencies; confer with architects, contractors, builders and the general public in the field and office regarding problem areas; explain and interpret requirements and restrictions.
- Attend technical and board meetings to discuss revisions and changes in codes; advise on code amendments and adoptions; represent the Department on citizen boards as a staff advisor.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Revised July 2003 (change in certification requirements)

Revised October 2000

Effective November 1988

Effective July 2007 (title change/minimum qualifications)

Revised Dec 2010 (Title changed)

Revised November 2018 (updated minimum qualifications)

Revised February 2019 (update work experience to include design or construction experience)